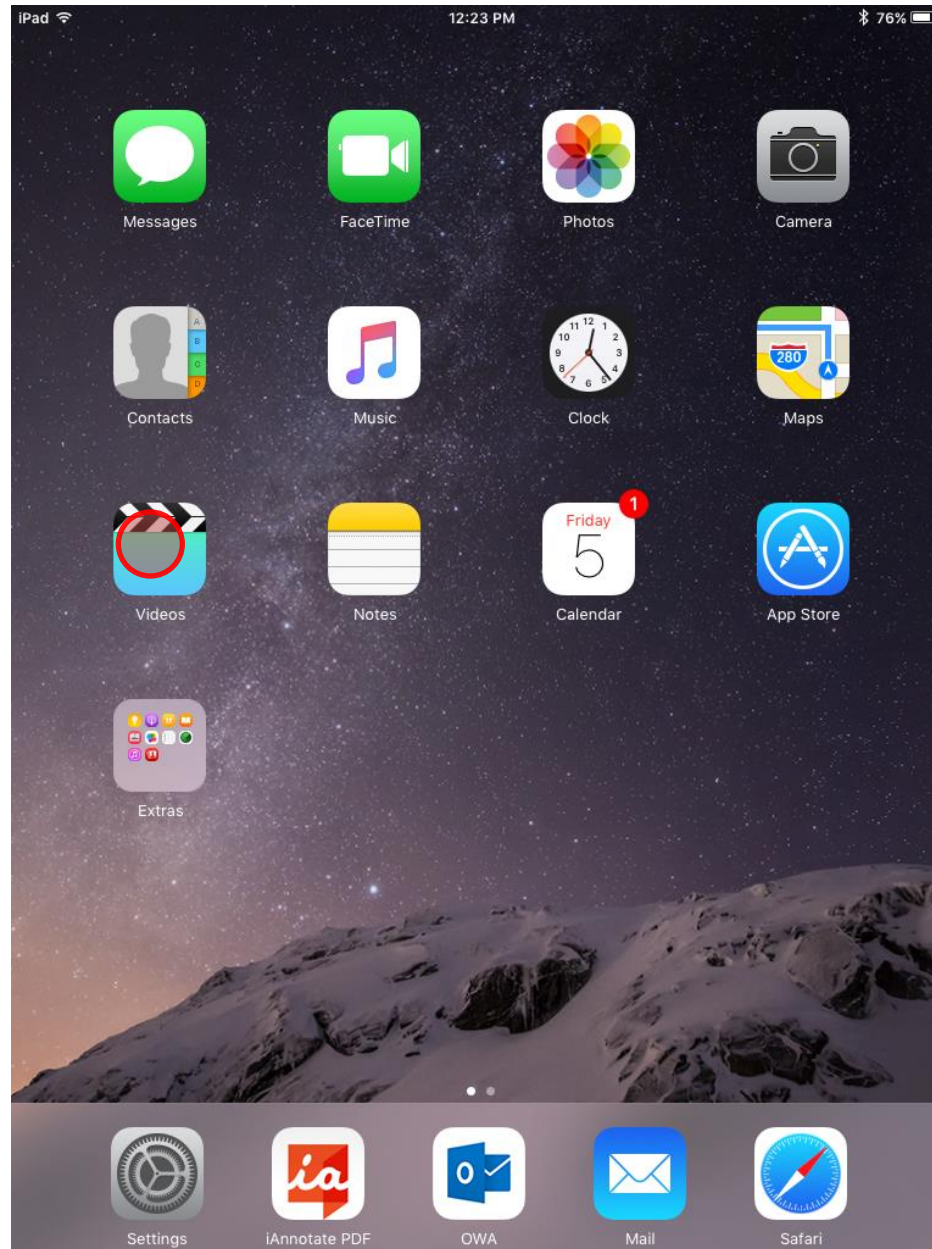


Tip 1: Moving icons on the Home Screen

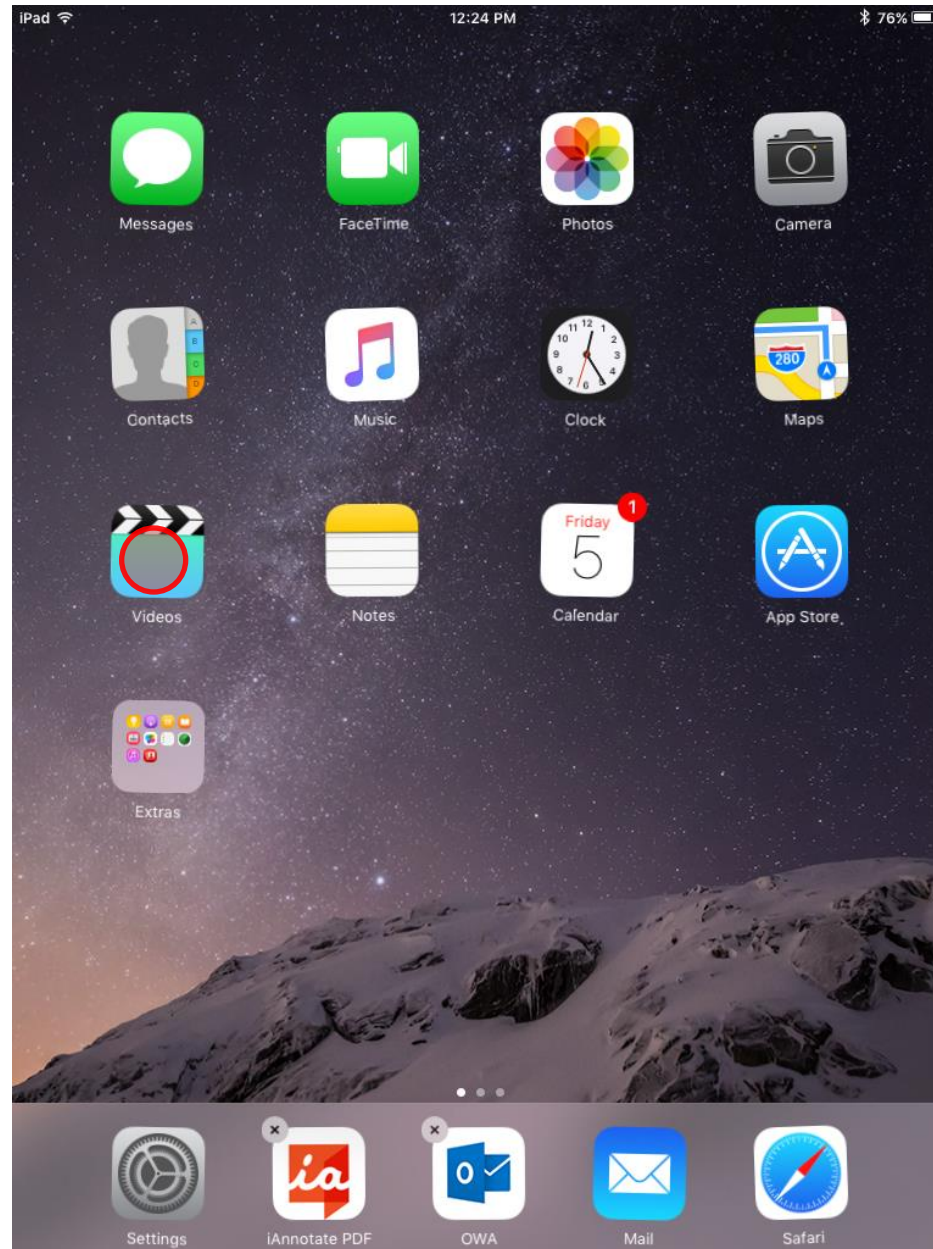
- Tip Breakdown:
 - Moving icons
 - Creating a second Home Screen
 - Deleting Icons
 - Creating Folders

Press and hold
an icon, until the
icons begin to
shake.



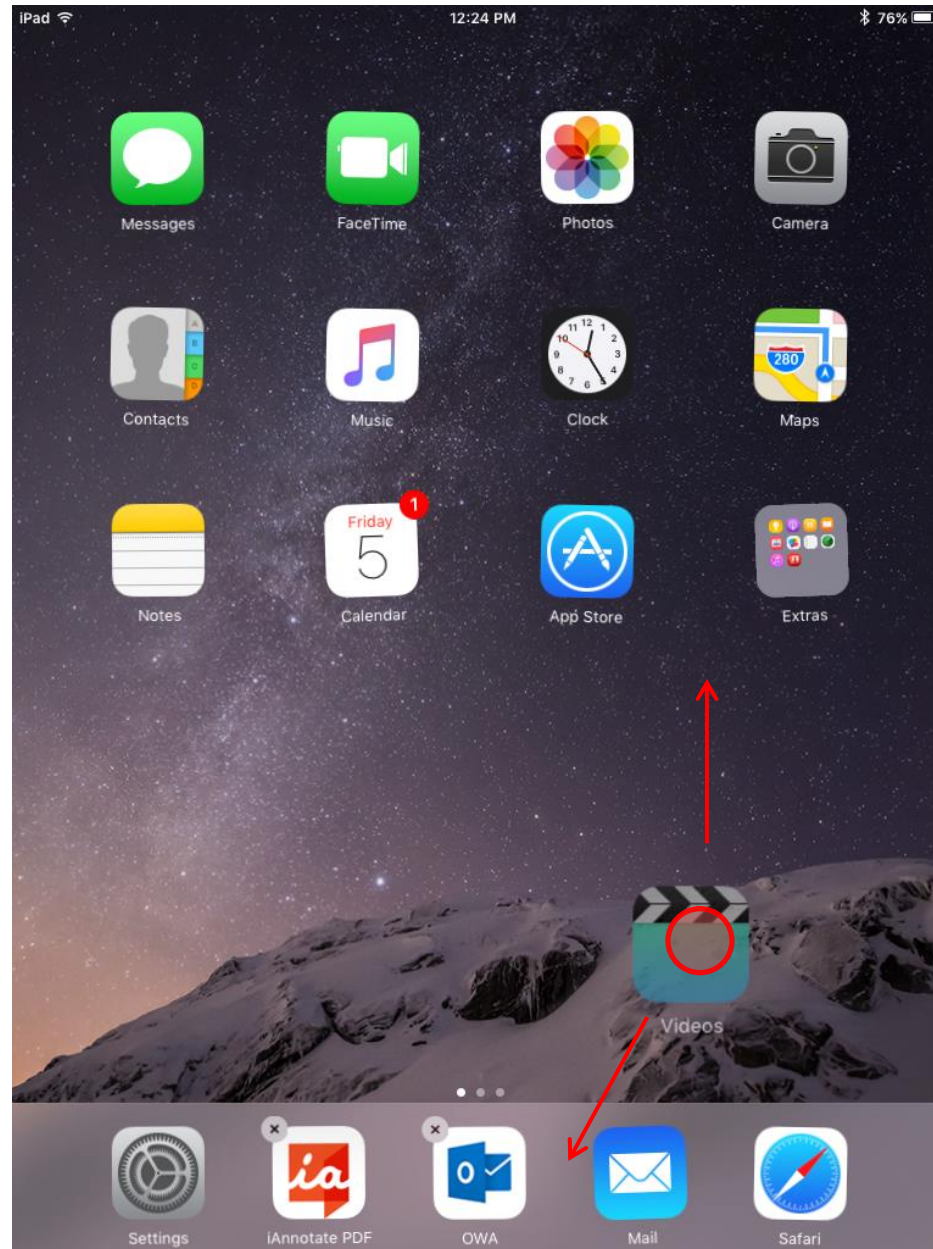
When the icons are shaking, you can move an icon by dragging it with your index finger across the screen.

I will be moving “Videos” in this example.



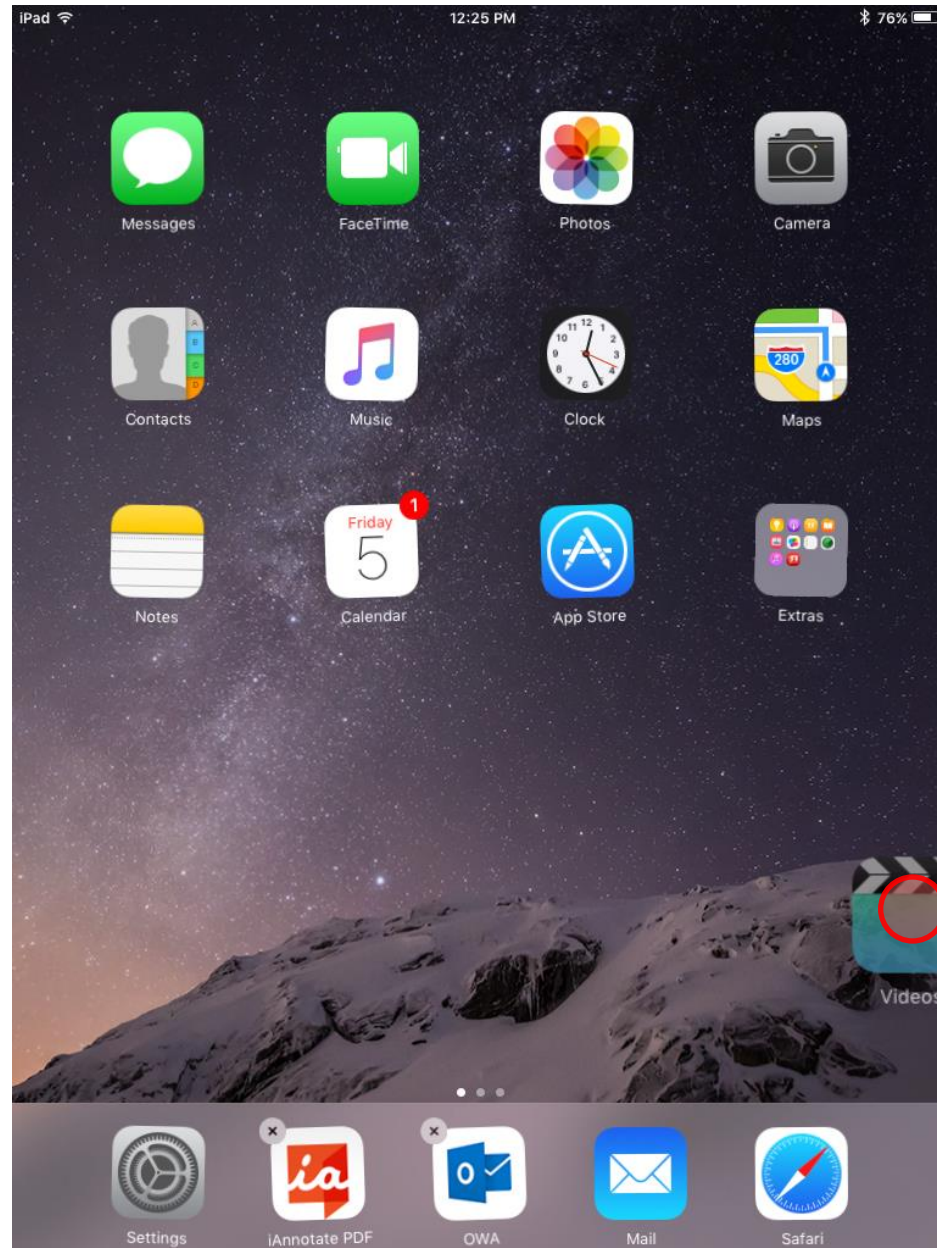
While I am holding my finger down on Videos, I can place it between other icons, or onto my bottom dock.

To confirm any changes, and to make the icons stop shaking, click the “Home Button” at the bottom of the iPad.

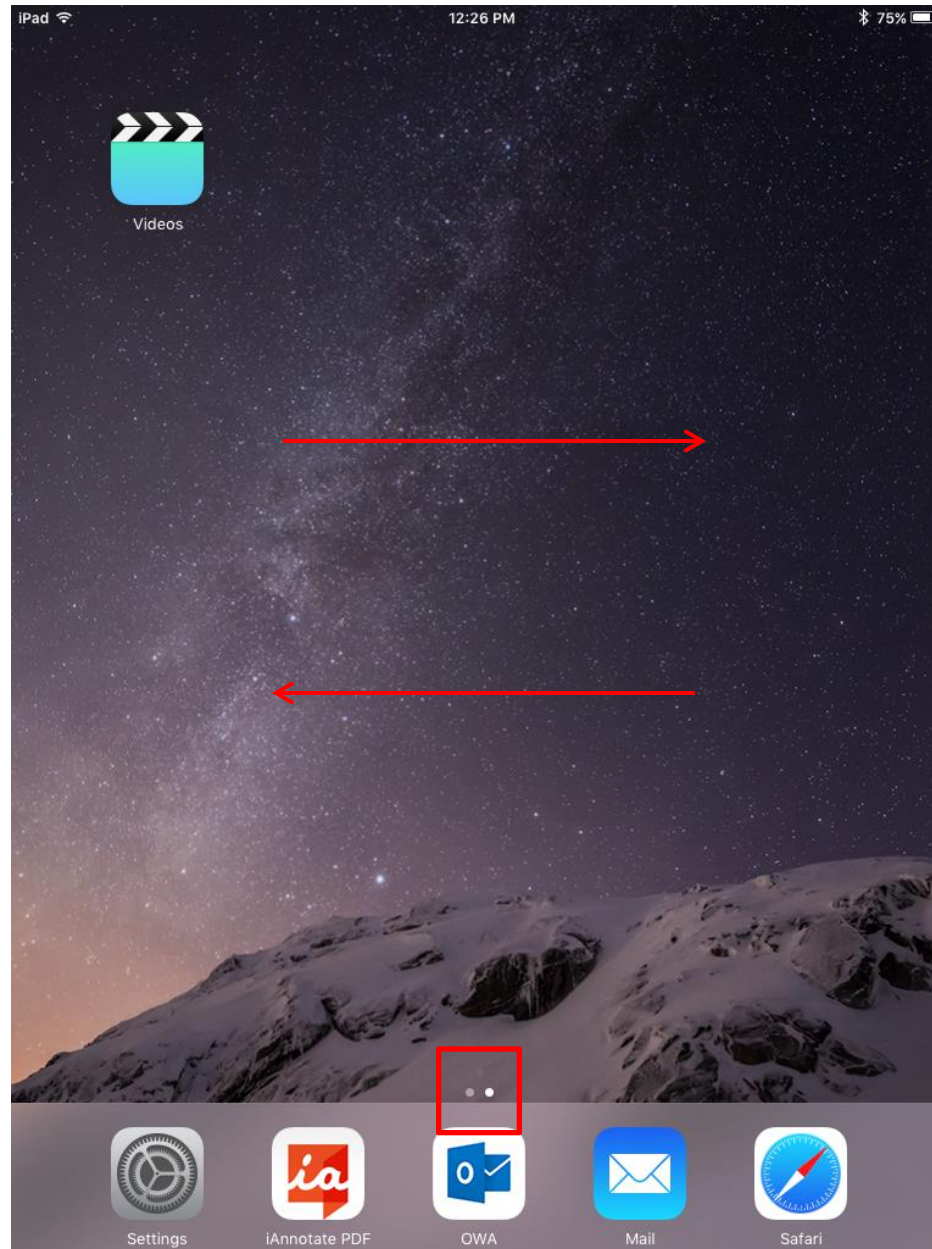


Another option for organizing icons, is to create a second home screen.

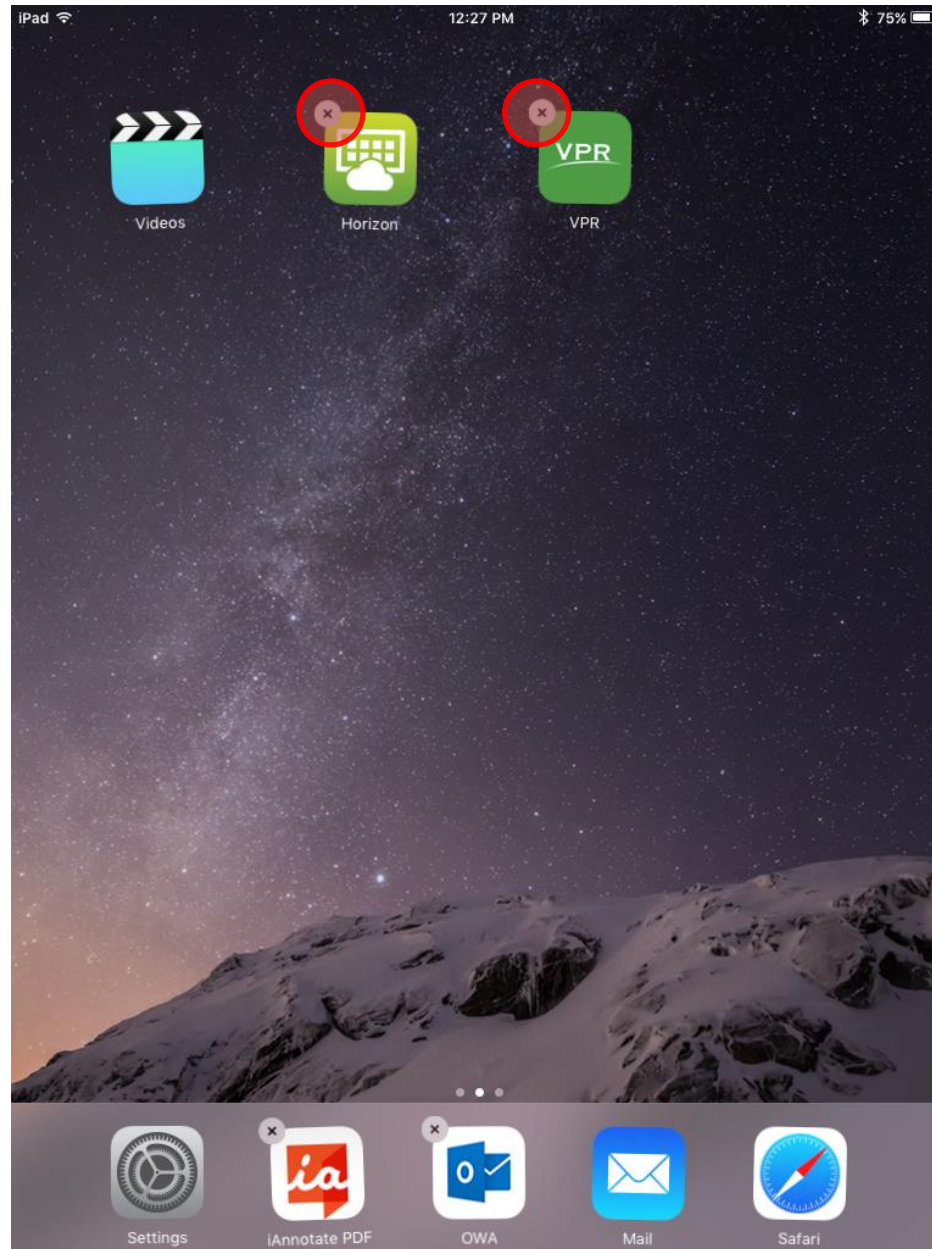
You can do this by making the icons shake, dragging an icon halfway off of the screen, and waiting for a few seconds.



You can flip between home screens by dragging your index finger across the screen, much like flipping pages in a book. Note the two dots in the red square indicating the current selected screen and total number of screens.

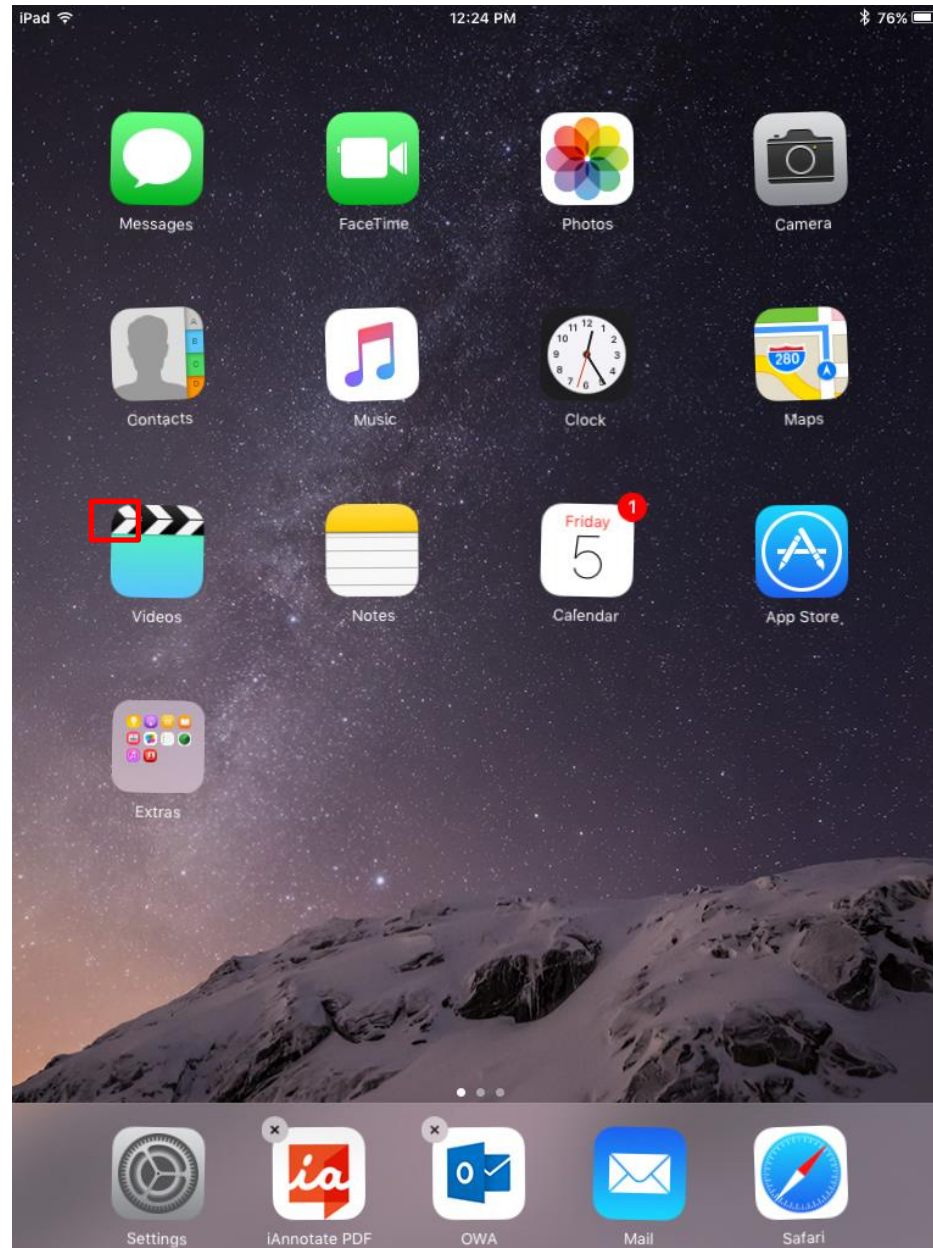


Notice that when the icons are shaking, a small gray “X” appears on some icons. These applications can be deleted by tapping that “X”.



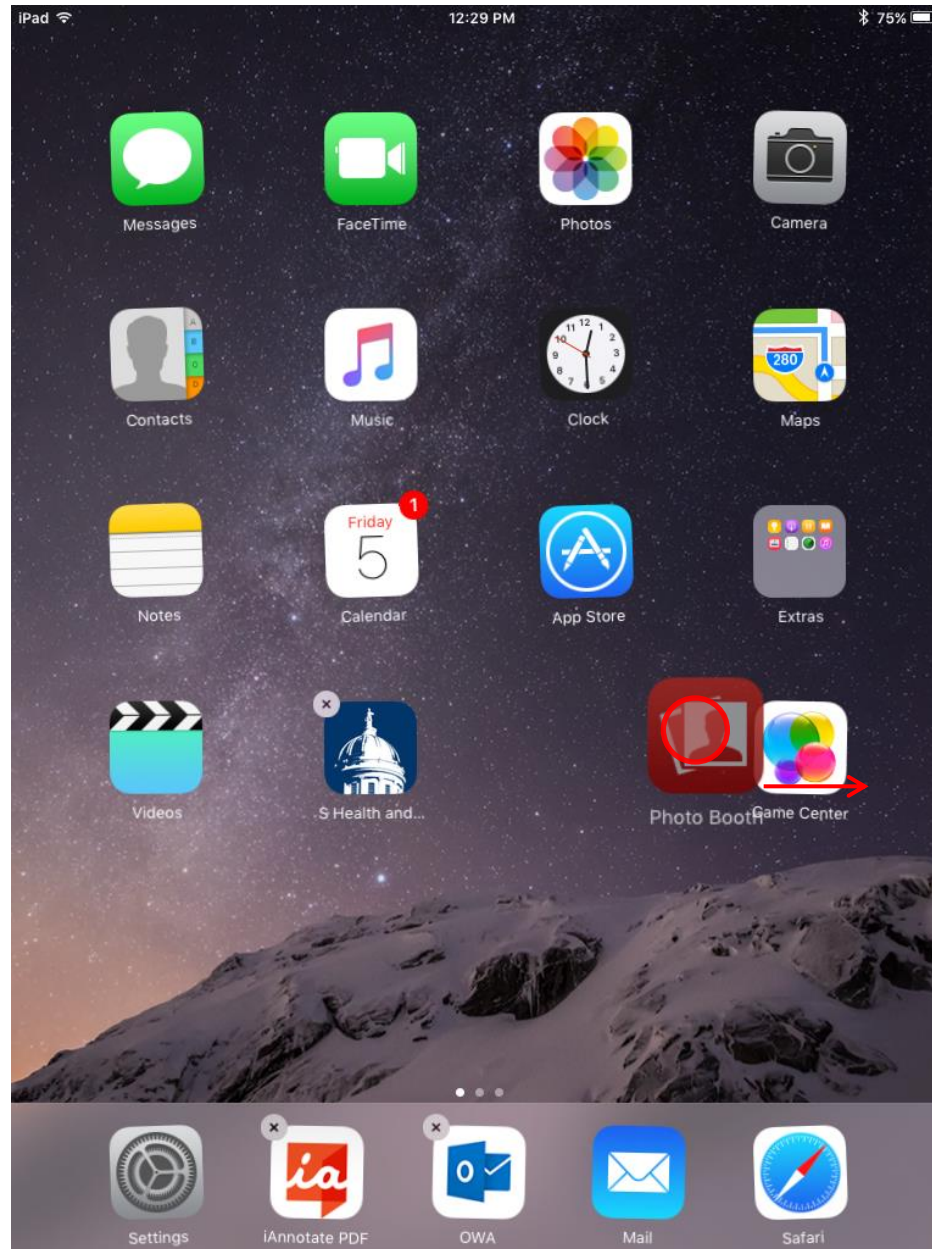
Many icons do not have the gray "x". This means these applications came with the iPad, and cannot be deleted.

Please do not delete iAnnotate or OWA, as IT will have to reinstall the applications.

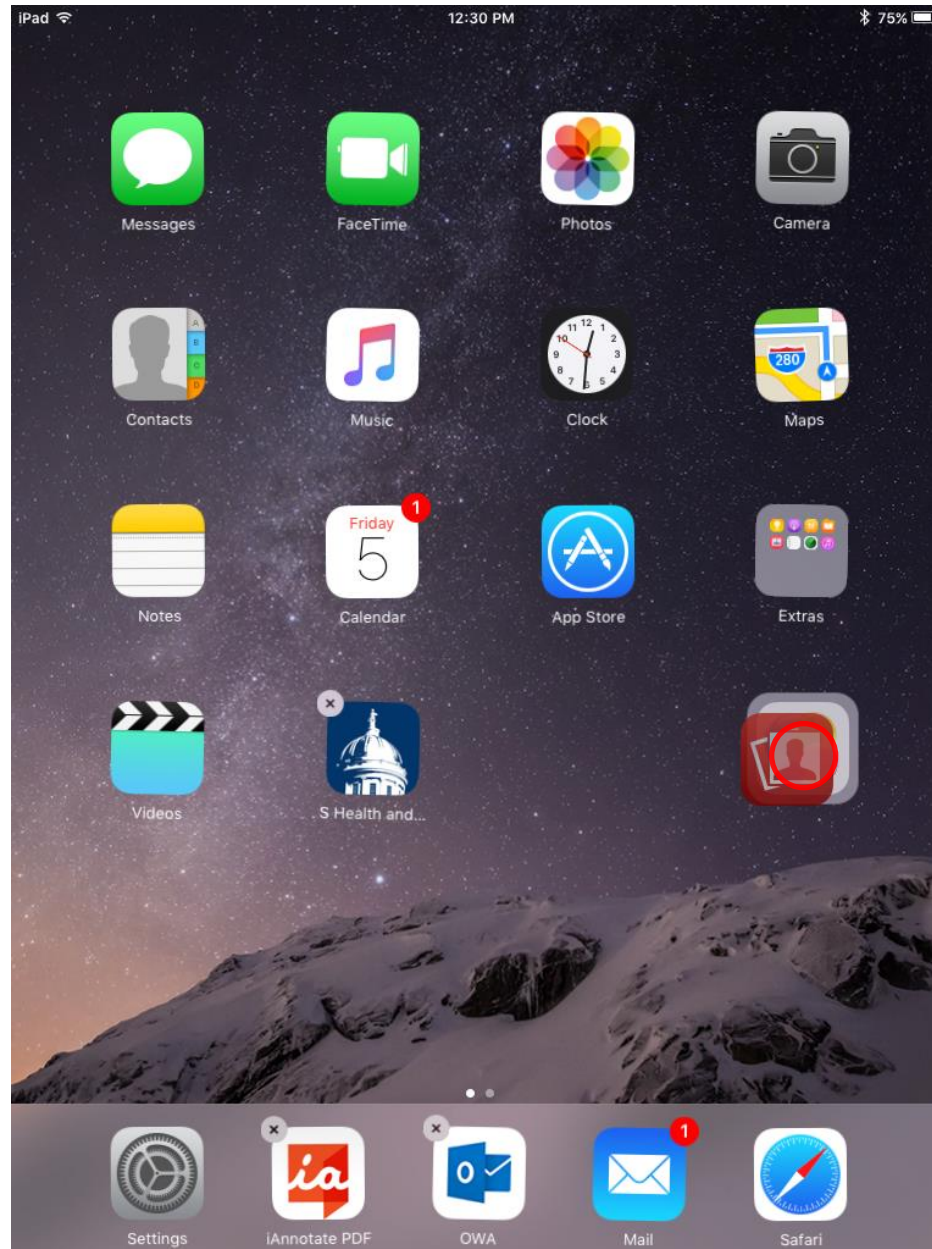


To organize these undeletable applications, you can create folders on your Home Screen. This can be done by dragging icons on top of one another.

I will demonstrate this by dragging “Photo Booth” on top of “Game Center.”

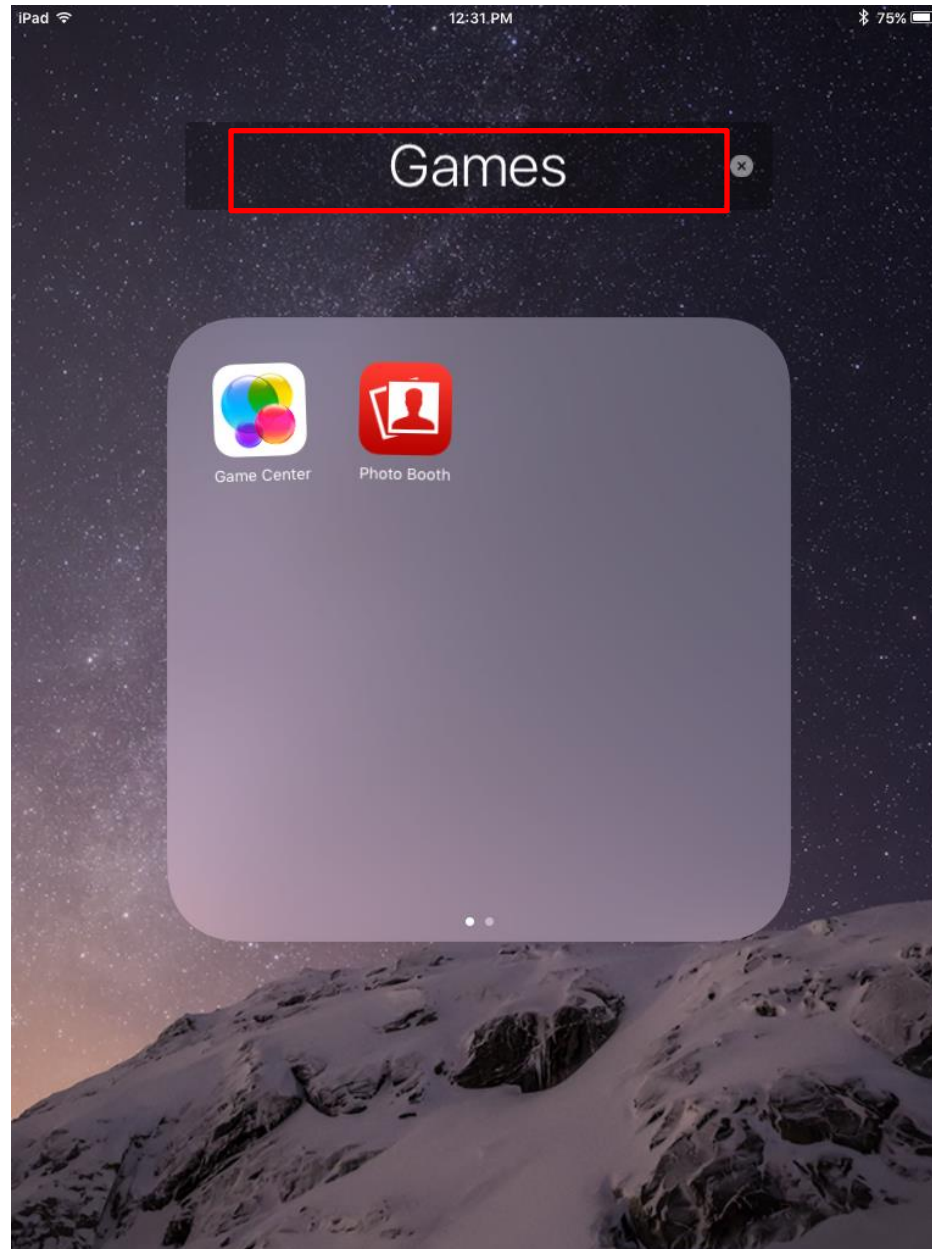


When the first icon is being held on top of the second one, wait a few seconds until the iPad creates a folder.



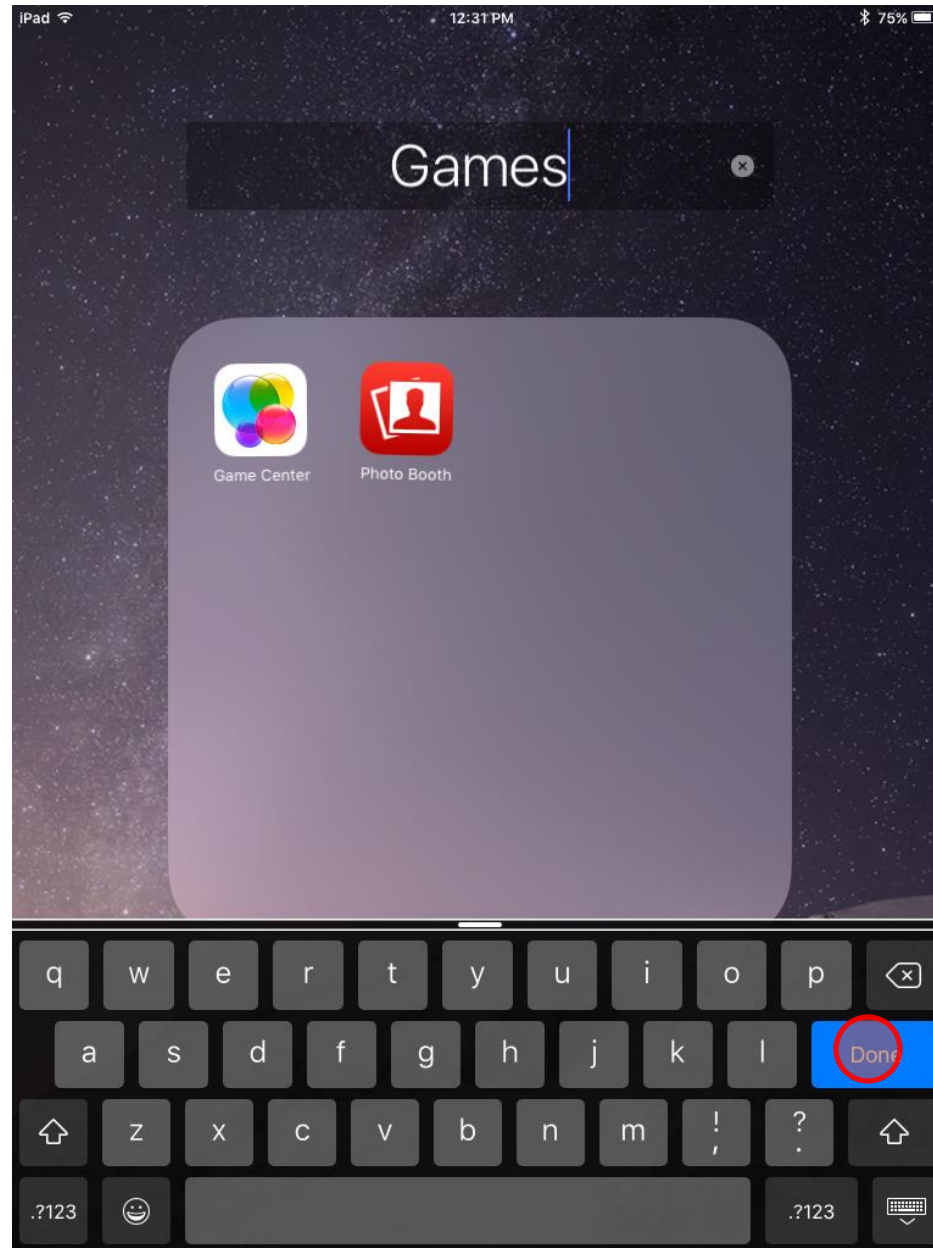
When a folder has been created, lift your finger from the iPad to drop the icon.

You can rename your folders by tapping the title at the top.



After tapping the title, your keyboard will appear.

Delete the previous title, type in the title you want, and click the blue “Done” on the keyboard when you are finished.



Done Key

To return to the Home Screen and to make the icons stop shaking, click the Home Button twice.



Questions or Comments?

- IT Staff Contact:
 - Brandon Dyer – User Support
 - (802)828 – 0291
 - bdyer@leg.state.vt.us
 - Al Coccagna – Systems/User Support
 - (802)828 – 3085
 - acoccagna@leg.state.vt.us
- We highly encourage the submission of EHelpDesk tickets
 - Email: eHelpDesk@leg.state.vt.us